Approved For Release 2006/12/08 : CIA-RDP78-00487A000100150003-4

ADMINISTRATIVE - INTERNAL USE ONLY

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE

FOR THE

DIRECTORATE OF ADMINISTRATION
REGULATIONS CONTROL STAFF



MORI/CDF)

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RECORDS DISPOSITION AUTHORITY

In accordance with Federal Statutes and Records Disposition Authorizations granted by the U.S. Gongress the attached Records Control Schedule 14-74 for the Regulations Control Staff, DDA, is approved and implementation of the disposition instructions contained therein is authorized. This revision supersedes Records Control Schedule 14-58.

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Preparation:	Review:	
	2 Dec 1974	
	Date	

OFFICE. DIVISION. BRANCH Regulations Control Staff, Administration Directorate (14-58 - Deputy Director Support - Regulations) 195 CONCUERENCE OFFICER'S NAME AND TITLE	RECOR	RDS COI	Approved For Rolease (NTROL SCHEDULE	CLASSIFICATION ADMIN-IUO	OLD SCHE 14-58		(s). REV IS 14	STAT SED SCHEDULE NO. -74
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OLD SCHEDULE ND ITEM NO(S).	NEW ITEM NO.	Approved For Release 2006/12/08 25/45/FD27/3-00	VOLUME	DISPOSITION INSTRUCTIONS
		b. Closed file	3	Permanent. Maintain a six month's level in current files area then transfer to Agency Archives to hold for six months then microfilm. Destroy paper copy when film is found to be satisfactory. Send silver original camera master (positive or negative) plus one diazo, vesicular, or silver reference copy to the Agenc Archives to replace paper copies.
		c. Office reference copies of microfilmed closed files	1.5	Temporary. Retain in current files area indefinitely for reference. Destroy when no longer needed.
17	3	REGULATORY ISSUANCES FILE		
		These constitute the Agency record copies of published regulatory issuances. They include the current and obsolete (rescinded and expired) copies; are maintained in manuals and filed according to issuance number. (These duplicate records in item 2b of this schedule except they contain original notes of extension periods and office confirmations not contained in 2b copies. The two records series serve two different purposes.)	5	Permanent. Disposal not authorized. Retain in current files area indefinitely for reference. Transfer to Agency Archives when no longer needed in current files area.
18	4	INDEX CARD FILE Consists of 3x5 cards containing the subject and reference number to current published issuances. File is used in answering inquiries about subject content and in preparing a published index for Agency-wide use.	2	Temporary. Destroy cards when publication is superseded or becomes obsolete.

LD SCHEDULE ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	1	AIMIN-IUO		
19	5	PUBLICATIONS CONTROL CARD		
		Consists of Form 574, Publications Control, a visible index card which serves as a perpetual inventory of each numbered Agency issuance. Card contains abstract of history of each issuance and is used as a ready reference. Cards are also used as the master control of assigned numbers and to record retirement to the Agency Archives. Filed numerically.		Permanent. Disposal not authorized. Retain in current files area indefinitely. Transfer to Agency Archives when no longer needed in current files area.
22	5	SUPPLEMENTAL DISTRIBUTION FILE		
		These are extra copies of current regulatory issuances used to fill supplemental requests, held in headquarters in addition to those stored in the Records Center. Filed by issuances number and segregated by headquarters and field.		Temporary. Destroy all extra copies when issuance becomes obsolete (rescinded or expired).
13	7	COURTESY COPIES		
		These constitute advance notice which is forwarded to the staff whenever a revision or new regulation has been drafted. Maintained for reference purposes and in planning activities for the staff. Filed by issuance number or subject.	1	Permanent. Disposal not authorized. Incorporate with background material when a job file is initiated.
20	В	DISTRIBUTION CONTROL FILE		
		Consists of a record used to control the initial distribution of Agency regulatory issuances. Information recorded indicates offices to which distribution is made, date, number of copies, and also number of copies held in reserve. Filed numerically under each category series.	1	Temporary. Destroy when no longer needed for reference purposes. (Per NARS, these are purely for administrative control and have no permanent value.)

OLD CHEDULE AND ITEM NO(S).	NEW ITEM NO.	Approved For Release 2000/12/00 CLESTER ATMIN-IUO	VOLUME	0100150003-4 DISPOSITION INSTRUCTIONS
16		COORDINATION COPIES		Deleted as no longer maintained.
21		"CONTROLLED DISTRIBUTION" ACCOUNTABILITY FILE		Deleted as no longer maintained.
23		REPRODUCTION REQUISITIONS	Ì	Deleted as no longer maintained.
24		INDIVIDUAL SUSPENSE FILES		Deleted as no longer maintained.
25		CLASSIFIED MAIL RECEIPTS		Deleted as no longer maintained.
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FORM 139a PREVIOUS	TE US VS	RECORDS CONTROL SCHEDULE CONTINUATION SHEET Approved For Release 2006/42/08 CLA PROZECTION		

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